

MINUTES  
COMMITTEE OF THE WHOLE MEETING  
OF McHENRY COUNTY COLLEGE

A meeting of the Committee of the Whole of the Board of Trustees of McHenry County College was held on Thursday, June 24, 2010, in the Board Room, Room A217, of Building A on the Campus. Chair Miller called the meeting to order at 5:55 p.m.

When Ms. Larson called roll, the following were present:

Mr. Sheriff  
Ms. Kurtz  
Ms. Miller  
Mr. Parrish  
Ms. Larson  
Dr. DeWitt

Mr. Lowe arrived at 6:18 p.m. and Ms. Walters arrived at 6:20 p.m. respectively after completing their interviews with College auditors. Attorney Perkoski was present as legal counsel.

ACCEPTANCE OF AGENDA

Item 10. A., Finance and Audit Committee, was tabled until the auditors returned to the meeting. The agenda was accepted as amended.

ACCEPTANCE OF MINUTES

The minutes of the May 27, 2010 Committee of the Whole Meeting were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATION

No one signed in to address the Board.

REVIEW OF BOARD PACKET FOR JUNE 24, 2010 REGULAR BOARD MEETING

Ms. Larson inquired whether the budget was ready to go public, and Mr. Wilske responded that tonight's update was strictly a status report. He added that in July, a request will be made to put the budget on public display. Ms. Larson inquired about Board Report #10-111, ACT Compass Software Units and Annual License, Dr. Plinske responded that this item pertained to student placement tests for mathematics, English and reading. Ms. Miller asked about Board Report #10-132, License Agreements Groundwater Monitoring Wells. Mr. Manke responded that the City of Crystal Lake will monitor the

groundwater for the watershed the feeds the lake, and that reports from the City will be shared with the College. Ms. Larson asked about Board Report #10-131, ICCB Project Completion Report, Shah Center Classroom Build-Out Project, and Mr. Manke responded that approval of the report will finalize the project. Ms. Miller cited Board Report #10-129, SURS 6% Billing and asked whether it included payment for Dr. Sager. Dr. Plinske replied that it did not. Ms. Miller asked whether Board Report #10-116, Fire Alarm, Clock System and Sprinkler Service Agreement had any connection to time clocks; Dr. Plinske responded that this item covered clocks in the building. Ms. Miller inquired about ADP payroll services and Mr. Overcash provided an update.

#### STRATEGIC PLANNING UPDATE

Mr. Joe Baumann presented an update on the strategic planning process and Key Performance Indicators, providing the Trustees with handouts. He spoke about the establishment of five core principles (Innovation, Accessibility, Quality, Affordability, Accountability), sixteen Strategic Priorities and sixty-five metrics to measure progress. Mr. Baumann provided an overview of the principles, priorities and metrics, then spoke about the next step of picking targets relating to the main points for which MCC wants to be known. He thanked the Board for approving the expansion of the graduate survey to obtain more complete feedback and then received comments and questions from the Trustees.

#### FY 2011 BUDGET PLANNING UPDATE

Mr. Don Wilske provided a handout and spoke about bringing back a budget for public display in July. He provided a summary of operations and maintenance funds, comparing the FY 2011 budget and the approved budget for the fiscal year about to end. He emphasized that a conservative approach is being taken on all aspects of the budget.

Discussion ensued on beginning the budget process earlier in order to have a budget in place on July 1. Mr. Lowe inquired whether a Board policy manual change, moving up the dates for presentation, public display and adoption of the budget to March, May and June would be an appropriate change. Mr. Wilske responded, citing an item on the agenda tonight to approve a continuing resolution to allow the College to spend money beginning July 1, 2010 without an adopted budget in place.

## IT STATUS UPDATE

Mr. Overcash announced that progress is being made toward obtaining student email accounts. Google, Yahoo and Microsoft has been formed to review the process. Vendors will be invited to campus to provide demonstrations, and a pilot program will be in place by fall, with the intent to implement student email beginning Spring 2011.

Mr. Overcash then provided an ADP update. A pilot group was created that includes each type of employee compensation; a sample payroll was run on this group. That run will be compared against the payroll run this week, and a decision will be made whether to run the payroll using the new system on July 8 or on July 22. A notice was placed in all paychecks to explain the checks' new look.

Mr. Overcash then spoke about the conversion to N/X View. The team is meeting regularly with users to determine which geocodes must be converted back. The staff has been informed and training is now being conducted for those without N/X View or accounting database experience.

Mr. Overcash reported that Information Technology employees are touching 1,000 desktops this summer, putting in 475 new machines and returning 427 computers, matching up with educational needs in the classroom. Six hundred computers will receive software updates.

Mr. Overcash stated that the new fire suppression system has been installed in the server room and is connected to the Simplex automation system. Staff has been trained to operate the system; it is operational and will protect the College in the future.

Mr. Overcash provided an update on IT infrastructure improvements; the cell antennas are in place, seventy-six wireless access points have been installed, providing full cell access throughout the campus. He spoke about three networks that have been created, which will require user ID and password to access. The bandwidth expansion project is ahead of track, and a communication plan is being developed. He also indicated that IT is working with Christina Haggerty and her team to put a communication plan in place. After the report, Mr. Overcash received comments and questions from the Trustees. Ms. Kurtz spoke about a wireless network available for the whole community, and asked that it be revisited at a later point.

## BOARD COMMITTEES

### A. Finance and Audit Committee

Mr. Lantz, from the College's audit firm Sikich LLP, accompanied by Mr. Krouse and Ms. Matthys, spoke about the SAS 99 interviews conducted with Trustees before tonight's meeting. Mr. Lantz spoke about two GASB pronouncements and two State Standards, and provided a detailed audit schedule and audit calendar. Sikich representatives will conduct field work in August and return to present at the September Committee of the Whole meeting. Mr. Lantz added that testing was conducted based on internal control issues; and suggestions made have been incorporated into the process.

Ms. Miller spoke about the Finance and Audit Committee, suggesting that the Committee meet four times a year, beginning in September. She hoped that an internal auditor could be hired within the next few months. Ms. Miller stated the auditors are rotated every five years, and that the College has worked with Sikich for four years.

### B. Planning Committee

Ms. Larson stated there was no report yet from the Planning Committee.

### C. Policy Committee

Ms. Kurtz spoke about Board policies that need to be updated, and will forward information to Policy Committee members. She hoped that a representative from Administration would attend the Policy Committee meeting and looks for leadership from Ms. Castillo, Assistant Vice President of Human Resources. Ms. Kurtz stated that an evaluation process must be well established, as well as policies for contract negotiations, Board involvement in negotiations, guidelines for technology selection, understanding how infrastructure maintenance and management are evaluated in order to set aside funds. and strategic planning guidelines and an update to that process. Mr. Lowe suggested changing dates for budget review and approval to match up with the fiscal year and Board management metrics, to provide a high level view. He spoke about a policy for establishing those metrics on a quarterly, a six month and an annual basis. Ms. Kurtz asked all to provide their availability to meet next month.

## PRESIDENTIAL SEARCH

Dr. DeWitt provided an update on activities related to the search. During the week of June 7 three finalists returned to campus for one day each and met with the Board for final interviews. On June 21, 2010 a Special Board meeting was held to continue deliberations regarding selection and discuss contractual details. Good progress is being made toward a decision and an announcement could be made in the next few weeks. Dr. DeWitt emphasized that the lack of a decision should not be interpreted as other than the Board being very careful to make sure that decisions are in the best long-term interest of the College.

## CLOSED SESSION

At 7:54 p.m., Ms. Larson moved to go into Closed Session to discuss matters covered under the Illinois Open Meetings Act, 120/2 (c) 1, *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity*; 120/2 (c) 11, *Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting*; and 120/2 (c) 21, *Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06*. Ms. Walters seconded the motion. There was no discussion. The roll was called and all present were in favor. The motion carried.

At 7:47 p.m., Chair Miller announced there would be a short break, after which the Board would go into Closed Session. Closed Session began at 7:54 p.m.

At 8:25 p.m., Mr. Lowe moved to come out of Closed Session. Mr. Sheriff seconded the motion. There was no discussion. A voice vote was taken and all present were in favor. The motion carried. Closed Session ended at 8:25 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES

The minutes of the May 27, 2010 Closed Session were accepted as presented.

SUMMARY COMMENTS BY BOARD MEMBERS

There were no comments.

FUTURE AGENDA ITEMS

No agenda items were proposed.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 8:26 p.m.

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Patricia Kriegermeier, Recording Secretary

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Donna Kurtz, Board Secretary